

Report Date: 25 Jun 2014

Summary Report for Individual Task
805C-LF4-3558
Identify Military Postal Service Responsibilities
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the Fort Jackson / Soldier Support Institute foreign disclosure authority.

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Condition: While serving as a Military Postal Clerk you are required to identify postal responsibilities given access to the Department of Defense (DoD) Postal Manual 4525.6-M, the Domestic Mail Manual (DMM), the United States Postal Service (USPS) Publication 38(USPS / DoD Postal Agreement).

Standard: Identify Military Postal Service (MPS) Responsibilities needed to achieve excellence in postal service throughout the DoD without error.

Special Condition: None

Safety Risk: Low

MOPP 4:

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: All required references, forms, technical manuals and equipment will be provided by the local Command.

Notes: None

Performance Steps

1. Summarize the history, legal mandates, and primary functions of the MPS.

a. History: The MPS was established to provide mail service to U.S. Armed Forces serving outside the continental United States. The MPS single source manager is the U.S. Army and in 1980 the Military Postal Service Agency was established.

b. Legal mandates of the MPS.

(1) United States Code, Title 39, establishing the Armed Forces Postal Services.

(2) DoD directive 5128.1, assigning the Postal Services function to the Deputy Under Secretary of Defense for logistics (DUSDCL).

(3) DoD 4525.6-M, identifying the Army as DoD's single manager, and establishing Military Postal Services Agency (MPSA).

(4) USPS Publication 38 (USPS-DoD Postal Agreement) defining mutual responsibilities in providing coordinated and efficient postal services for the Armed forces during maneuvers and in time of peace, war, or national emergency.

c. Primary functions of the MPSA.

(1) MPSA is the single DoD point of contact with the USPS.

(2) MPSA serves as a proponent for DoD cost-control policy on DoD official mail cost.

(3) MPSA also serves as functional direction for the military mail and monitors transportation funds dedicated to overseas mail.

(4) How to establish a Military Post Office (MPO) IAW para. 106, DoD 4525.6-M.

2. Identify who can use the MPS.

a. Responsibility of the secretaries of the military departments to furnish postal service to DoD agencies and individuals designated as Department of Defense personnel.

b. Actions that result in loss of MPS to U.S. Military Personnel and that these actions must be coordinated through Military Postal Service Agency (MPSA) with Assistant Secretary of Defense (Production and logistics(ASD (P&L)) after mutual agreement among appropriate overseas commanders.

c. International agreements made to permit the establishment of military Postal Activities for U. S. Armed Forces and certain supporting civilian agencies within the host country.

Note: MPS activity can only be established if there is no objection by the host country.

d. Valid U. S. Government identification for use of the MPS.

(1) U. S. Armed Forces ID cards.

(2) U. S. Government ID cards.

(3) Locally produced authorization documents.

3. Report abuse/misuse of MPS.

a. Report any MPS customer to Office of Special Investigation (OSI), Criminal Investigation division (CID), etc. that receive mail items intended for resale.

(1) Apply prohibition whether resale is beneficial to charitable organizations on non-appropriated welfare fund activities.

(2) Do not apply to military exchanges/commissary, but do apply to all concessionaires.

b. Identify that exceptions will be evaluated by MPSA and Assistant Secretary of Defense (Production and Logistics (ASD (P&L))) if necessary, and will be approved only if resale would directly benefit the mission of the Department of Defense.

(1) Review paragraph B, Appendix A of DoD 4525.6-M.

(2) Review chapter 14, Postal offenses and losses.

4. Identify channels of communication.

a. MPSA is the single DoD point of contact with Headquarters (HQ) USPS for all Postal matters.

b. Installation commanders responsibility to communicate with local USPS representatives on operational concerns.

(1) Problems that cannot be resolved locally, whether overseas or CONUS (Continental United States) shall be forwarded through command channels to the MPSA.

(2) MPSA direct communication with DoD components and major commands to establish and implement uniform worldwide postal practices and procedures.

(3) Installation commanders in the U. S., its territories, and possessions will designate a local POC to act as liaison, with local USPS officials.

(4) Military investigation agencies may conduct direct liaison with the USPS inspection service on matters affecting the MPS.

5. Identify military postal service chain of command.

a. Responsibilities of the Assistant Secretary of Defense (ASD) Production and Logistics (P&L).

b. Responsibilities of the Secretary of the Army.

c. Responsibilities of the Executive Director, Military Postal Service Agency.

d. Responsibilities of the secretaries of the military departments.

6. Identify responsibilities of the Joint Military Postal Activities (JMPA) in postal matters.

a. Relationship between JMPA and MPSA.

b. Responsibilities of JMPA Atlantic and JMPA Pacific.

7. Identify postal activity security and safety responsibilities.

a. Protection of mail, postal effects, and reporting violations.

(1) Postal qualification, selection, and assignment of postal clerks.

(2) Complete USPS or locally developed security statement for newly assigned clerks.

(3) Complete DD Form 285 (Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly) & DD form 2257 (Designation/Termination MPC-FPC-COPE-PFO) for newly assigned clerks.

b. Need for limitations to postal facility access.

c. Need for strict compliance to keeping the door to facility locked.

8. Identify and initiate care and protection of stock funds and money orders.

a. Procedures for safe guarding all USPS funds.

b. Clerks responsibility to ensure all cash drawers and safes are locked properly when not being used.

c. Ensure combinations to cash and money order safes are changed annually or when a clerk is relieved of duty.

d. Ensure all issued keys are logged on PS Form 1628 (Individual Key Record).

e. Procedures for opening and closing Aerial Mail Terminal (AMT), MPO, or Mail Control Activity (MCA) facility.

f. Perform duress alarm deactivation when opening the postal facility.

g. Walk through the facility and check for any signs of tampering with windows or doors.

h. Importance of securing all doors to ensure proper security.

i. Maintain resource protection continuity book.

(1) Specific work place safety.

(2) Conduct duress/facility alarm checks and maintain log.

(3) Comply with anti-robbery instructions.

(4) Mail and facility bomb threat procedures.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

Evaluation Preparation: Setup: Test this task in conjunction with other postal tasks. Ensure that all necessary postal supplies and equipment are available. Brief Soldier: Tell the Soldier to Identify Military Postal Service Responsibilities.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Summarized the history, legal mandates, and primary functions of the MPS.			
2. Identified who can use the MPS.			
3. Reported abuse/misuse of MPS.			
4. Identified channels of communication.			
5. Identified MPS chain of command.			
6. Identified responsibilities of the Joint Military Postal Activities (JMPA) in postal matters.			
7. Identified postal activity security and safety responsibilities.			
8. Identified and initiated care and protection of stock funds and money orders.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
1.	DMM	Domestic Mail Manual	Yes	No
1.	DOD 4525.6-M	DoD Postal Manual	Yes	No
1.	USPS PUB38	United States Postal Service/Department of Defense Postal Agreement	Yes	No
2.	DOD 4525.6-M	DoD Postal Manual	Yes	No
3.	DOD 4525.6-M	DoD Postal Manual	Yes	No
4.	DOD 4525.6-M	DoD Postal Manual	Yes	No
5.	DOD 4525.6-M	DoD Postal Manual	Yes	No
6.	DOD 4525.6-M	DoD Postal Manual	Yes	No
7.	DOD 4525.6-M	DoD Postal Manual	Yes	No
8.	DOD 4525.6-M	DoD Postal Manual	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-LF4-3547	Update Postal Operating Plan	805C - Adjutant General (Individual)	Approved
805C-LF4-3539	Administer Postal Management Information System	805C - Adjutant General (Individual)	Approved

Supported Individual Tasks :

Task Number	Title	Proponent	Status
805C-LF4-3547	Update Postal Operating Plan	805C - Adjutant General (Individual)	Approved

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
ASI F4 - Postal Supervisor	Enlisted	MOS: 42A, Skill Level: SL3, ASI: F4, Duty Pos: UJZ